



DENTAL HYGIENIST
CORRECTIONAL FACILITY
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) and Supplemental Application to:

By mail with: **Department of Corrections and Rehabilitation**
Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person with: **Department of Corrections and Rehabilitation**
Office of Selection Services
1515 “S” Street, Room 522-N
Sacramento, CA 95811
(916) 322-2545

If you are personally delivering your application(s), please do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Office of Selection Services.

The Supplemental Application for Dental Hygienist, Correctional Facility may be downloaded from the State Personnel Board’s website at www.spb.ca.gov or CDCR’s website at www.cdcr.ca.gov or a copy can be obtained by calling or visiting one of the institutional personnel offices.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) Salary as of May 21, 2008
\$4,713.00 - \$6,834.00 Per Month

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Employee Assistance Program

MINIMUM QUALIFICATIONS

License/Credential: Possession of the legal requirements to practice as a Dental Hygienist as determined by the Committee on Dental Auxiliaries (COMDA) of the Dental Board of California. (Applicants who are in the process of securing approval of their qualifications by (COMDA) will be admitted to the examination but they must possess all legal requirements as determined by (COMDA) before they will be eligible for appointment.)

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; keenness of observation.

Special Physical Characteristics: Persons appointed to this position will be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

EXAMINATION
PLAN

This examination will consist of a Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled “How to Apply” for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the “Minimum Qualifications” will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- Knowledge of:**
- 1. Methods and principles of dental hygiene and skill in their application
 - 2. Dental histology
 - 3. Dental radiography
 - 4. Anatomy
 - 5. Physiology
 - 7. Microbiology
 - 8. Pharmacology
 - 9. Anesthesia
 - 10. Principles of oral hygiene
- Ability to:**
- 1. Tactfully obtain cooperation of patients
 - 2. Instruct patients in oral hygiene techniques
 - 3. Motivate patients to accept and follow professional dental advice
 - 4. Identify pathological conditions
 - 5. Maintain effective working relationships with health care professionals and others

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Dental Hygienist, Correctional Facility** under the clinical direction and direct clinical supervision of a licensed dentist in a state correctional facility in the California Department of Corrections and Rehabilitation, assists dentists in providing oral health care to patients develops and conducts an educational preventative oral health program for the patients; takes and processes dental x-rays; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; and does other related work.
Positions exist statewide with the Department of Corrections and Rehabilitation only at adult institutions. This classification is not used in the Youth Facilities.

VETERANS POINTS/
CAREER CREDITS

Veteran’s Preference Points will be granted in this examination. Due to the changes in the law, which were effective January 1, 1996, veteran’s who have achieved permanent civil service status are not eligible to receive Veteran’s Points. Career credit will not be granted in this examination.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitations’ Office of Selection Services at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at www.spb.ca.gov.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements: Stated in this bulletin, you make take this examination. Possession of the entrance requirement (s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS